



BILL RICHARDSON
GOVERNOR

**State of New Mexico
ENVIRONMENT DEPARTMENT**

**Office of the Secretary
Harold Runnels Building
1190 St. Francis Drive, P.O. Box 26110
Santa Fe, New Mexico 87502-6110**

**Telephone (505) 827-2855
Fax (505) 827-2836
Fed Ex (87505)**



RON CURRY
SECRETARY

DERRITH WATCHMAN MOORE
DEPUTY SECRETARY

Date: January 7, 2005

To: All Interested Bidders

From: Michelle Vattano
Pollution Prevention Program
New Mexico Environment Department (NMED)
P.O. Box 26110
Santa Fe, New Mexico 87502
Office No. (505) 827-0677
Fax No. (505) 827-2836

Subject: Request for Quotes for training for the Pollution Prevention Program, Green Zia Program, NMED.

The New Mexico Environment Department is requesting quotes from the above specified and qualified bidders for training services on The Green Zia Environmental Excellence Program. The NMED would like to award a contract, issued by the New Mexico State Purchasing Division, to a contractor who can provide four (4) separate trainings on the training criteria listed below:

Training #1

Title: "Basic Green Zia Criteria Training"

Subject Matter: This one-day, multi-location training applies to any organization, regardless of size or sector. The training provides an introduction to a performance and prevention-based environmental management system. This program helps organizations understand how the Green Zia Core Values and Criteria can be used to integrate environmental improvement into daily activities and key business performance measures. This training will be co-sponsored by the WERC Technical Resources Center.

Location: To Be Determined (Gallup/Hobbs), NM/Training room to be provided by NMED

Training Period: This training shall not exceed a total of two (2), one (1) day trainings.

Training Date: March-May 2005.

Training #2

Title: "Basic Green Zia Application Writing Training"

Subject Matter: This one-day training applies to any organization, regardless of size or sector. The training provides an introduction to a performance and prevention-based environmental management system as well as instruction in application writing. This training will be co-sponsored by the WERC Technical Resources Center.

Location: To Be Determined, NM/Training room to be provided by NMED

Training Period: This training shall not exceed a total of two (2), one (1) day trainings.

Training Date: March-May 2005.

Training #3

Title: "Basic Green Zia Examiner Training"

Subject Matter: This two-day training applies to Green Zia Program examiners who review and score applications and write feedback reports to applicants. Examiner training is critical to the program, as it ensures consistency and helps to eliminate prescriptive feedback to applicants. This training will be co-sponsored by the WERC Technical Resources Center.

Location: To Be Determined, NM/Training room to be provided by NMED

Training Period: This training shall not exceed a total of two (2), two (2) day trainings.

Training Date: March-May 2005.

In providing a quote, all interested bidders are identifying to NMED their firm's qualifications in providing training for the above subject matter. Bidders must include with their quotes their total cost to provide training, including training materials for all sessions. Trainers will provide training manuals /materials to NMED two weeks prior to training so that NMED may make appropriate copies for trainees. Marketing for trainings will be done by NMED. Also, bidders must state the specific dates that their firm will be available to provide the trainings for the months of March, April, and May 2005.

Award shall be based on a total cost for four trainings and the firm's ability to provide training for the months specified above. Bidders must be able to provide services for all trainings, any quotes received which cannot provide services for both trainings will be considered non-responsive and that quote will not be taken into consideration. Please submit your quotes to Michelle Vattano no later than 5:00 p.m., January 24, 2005. Any quotes received after this date and time will not be taken into consideration. Bids can be mailed, faxed or e-mailed to the contact information above. Any bid received not containing all of the requested information may be considered non-responsive by the NMED. If you have any questions or need additional information please contact me at 827-0677.